General Position Information

Job Title: IT Program Manager

Position Number: 29759

Position Grade: GS-15

Salary Range: $144,128 - $172,500 (not applicable for detailees)

Vacancy Open Period: 10/22/2021 – 11/13/2021

Position Type: Cadre

Who May Apply: Internal and External Candidates

Division: ICIG/MS

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An Internal and External candidate to fill a GS - 15 cadre position.

Who May Apply

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:

  o Current ODNI permanent cadre. (Current GS employees at the same grade as the advertised positions grade may apply.)

  o Current Federal Government employees. (Current GS employees at the same as the advertised positions grade may apply.)

  o Candidates outside the Federal Government.

   o   Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply).

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

Component Mission

The Office of the Inspector General of the Intelligence Community (IC IG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The IC IG's organizational divisions include Audit, Investigations, Inspections and Evaluations, Mission Support Division, the Center for Protected Disclosures, and Counsel to the Inspector General.

The Mission Support Division provides management and administrative support to the entire IC IG office. The Mission Support Division is composed of multidisciplinary officers who provide expertise in financial management; human capital and talent management; facilities and logistics management; continuity of operations; administration; classification; *Freedom of Information ACT* and *Privacy Act* requests; information technology; communications; and, quality assurance. The Division also provides executive support to the Intelligence Community Inspectors General Forum and its associated committees.

Major Duties and Responsibilities (MDRs)

Provide leadership and oversight of complex IT projects or programs for the IC IG that may include ill -defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces. Break down high-level strategies into actionable steps.

Coordinate across divisions to ensure project alignment with strategic or corporate objectives; lead the definition and review of customer and stakeholder requirements; ensure plans and schedules are developed and followed throughout the life of the project.

Provide leadership, guidance, and oversight to project implementation and quality assurance by effectively evaluating and monitoring cost, schedule, and performance, assessing variances from the plan, and overseeing the execution of necessary corrective actions.

Lead project performance reviews and processing through control gates, gather important information, and make authoritative decisions about required next steps; oversee the development and maintenance of appropriate project documentation.

Manage IC IG senior leadership expectations and ensure the delivery of quality products and services; lead the examination of project successes and failures and develop solutions to improve products and services.

Analyze, define and document IC IG IT requirements for data, workflows, logical processes, hardware and operating systems environments, network connectivity, systems interfaces, internal and external checks and controls, and outputs.

Manage and maintain the administration of the IC IG SharePoint architecture to include technical requirements and architecture, security, process automation and file management.

Maintain and administer various IC IG web presences; including but not limited to: IC IG Community of Interest; IC IG HCS/ G SharePoint Site; and the IC IG high-side and low-side websites.

Oversee the overall development and administration of the IC IG AWS presence to include cloud migration, security and leading interagency technical exchanges and sharing initiatives.

Develop and communicate project plans and schedules based on a clear understanding of customer requirements and information on project cost, schedule, quality, and performance; provide expert oversight of cost and resource estimates; participate in budget planning activities and develop cost estimating strategies for future projects.

Assist with development of the IC IG IT Strategic Plan, Plan of Action and Milestones, and execution metrics. Serve as the accountable property officer for all IC IG IT-related accountable property and conduct periodic audits and inventories to ensure compliance with policies and regulations.

Mandatory and Educational Requirements

Expert program management, analytic, and critical thinking skills, including the ability to conduct program and management assessments, identify needs and requirements, and develop non-linear process improvement recommendations for implementation across the Intelligence Community.

Expert risk, cost and resource management experience.

Expert ability to establish regular contact with high-level internal and external resources and have periodic contacts with other offices, supplying or seeking information on specialized and non-specialized matters.

Excellent use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.

Expert experience examining project successes and failures and making expert recommendations to improve products and services; considerable ability to deal with service failures and prioritize customer needs.

Superior ability to balance responsibilities among project activities; ability to manage transitions effectively from task to task, adapting to varying customer needs.

Familiarity with a variety of project management frameworks, including agile methodology.

Superior interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment, and to lead and mentor junior colleagues.

Expert ability to communicate, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

Superior ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.

Desired Requirements

N/A

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates* <u>*must*</u> *submit an application through the classified* JobsDNI *website*. For current employees who do not currently have access to internal systems, applications should be sent to either DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

External Candidates:

Key Requirements:

- U.S. Citizenship.

- Successful completion of CI polygraph and background investigation.

- Successful completion of an ODNI medical screening.

- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.

f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: *External Candidates <u>must</u> submit an application through the www.intelligencecareers.gov*. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3788.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3788; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: http://www.opm.gov/insure/health/index.asp

- Life Insurance: http://www.opm.gov/insure/life/index.asp

- Long-Term Care Insurance: http://www.ltcfeds.com

- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): http://www.opm.gov/retire/index.asp. If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.

- Annual and Sick Leave: http://www.opm.gov/oca/leave/index.asp

- Flexible Spending Accounts for Health Care and Dependent Care: http://www.fsafeds.com/fsafeds/index.asp

- Paid Federal Holidays

- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**